

**MORALE, WELFARE & RECREATION (MWR) - SINGAPORE
JOB VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NO: OPEN 03-011

OPENING DATE: 18 MAR 2003

CLOSING DATE: OPEN CONTINUOUS

CASHIER – SPONSORED DEPENDENTS

NF-0530-1

CATEGORY: PART TIME/FLEXIBLE

SALARY: US\$5.15 – US\$12.70 per hour (NEGOTIABLE)

I. AREA OF CONSIDERATION AND WHO MAY APPLY:

COMMAND SPONSORED DEPENDENT WITH VALID ID.

All qualified applicants will receive employment consideration without regard to race, sex, color, religion, national origin, marital status, or any non-merit factors.

II. BRIEF DUTIES: Performs the receiving and disbursing cashier operations. Ensures proper identification is presented before disbursement is made. Collects and verifies cash receipts, cash register tapes, checks, credit card receipts, and other supporting documentation. Prepares, issues, and verifies change funds; rolls, wraps, and counts monies, cashes checks, balances all receipts and prepares bank deposits. Reads and receives register readings from designated individual, compares register tapes with Daily Activity Report and investigates any discrepancies; prepares and maintains cash overage and shortage records daily. Prepares Daily Activity Report and notifies supervisor of any suspected irregularities. Makes trips to banking facility to deposit and obtain currency or change. Performs a variety of routine duties, such as assisting in general clerical duties. Serves as a Central Cashier back up. Must be available to work at nights/after midnight, weekends and holidays.

III. QUALIFICATIONS: Must have a practical knowledge of office and general accounting procedures. Must be proficient in math, i.e. addition, subtractions, multiplication, and division. Must be able to operate office machines such as calculator, typewriter, adding machine, and cash registers. Must have a practical knowledge of the organizational structure and the functions of the NAFI program. Must have 6 months minimum full time working experience in a Food & Beverage industry. Must be able to communicate effectively with customers and fellow workers.

IV. HOW TO APPLY: Submit detailed resume or form OF612 to Ms. Nora Leggett, Personnel Liaison Officer, Administration Department, NRCC Singapore Building 7-4, PSA Sembawang Terminal, Deptford Road, Singapore 759868.

*****Open Continuous Announcements are not posted in relation to specific job vacancies. All applications submitted will be considered when positions become available and when a need exists for filling the vacancy.**

AN EQUAL OPPORTUNITY EMPLOYER

Approved by: PMO